SAMPLE PROPOSAL
Buses R Us
Monitoring, Tracking, and Communication Technologies for Over-the-Road Buses
Note: This sample is presented as an example only and is not intended as representative of costs or preferred projects.

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A. Title:	Buses R Us Installation of Global Positioning Satellite Technology Project
B. Applicant:	Buses R Us 1234 Main Street Washington, DC 20000
C. Applicant DUNS No.	55-555-5555
D. Authorized Organization Representative:	John A. Bus Vice President for Operations Phone: 202-555-5555 FAX: 202-555-5556 Johnabus@busesrus.bus
E. Total Project Costs:	Federal Cost: $7,875 Non-Federal Cost: 2,625 Total Cost: $10,500
F. Project Period:	4 months after approval
G. Project Director:	John Q. Bus Security Manager Phone: 202-555-5555 FAX: 202-555-5556 johnqbus@busesrus.bus

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H. Abstract: See Attachment 1.

I. Project Information: See Attachment 2.

J. Biographical Summary of Key Personnel: See Attachment 3. [no examples provided]

K. Proposed Budget: See Attachment 4, completed Forms B and C.

L. Significance of the Project**:** The Buses R Us Installation of Global Positioning Satellite Technology Project will provide technology on board each motorcoach, allowing Buses R Us to immediately manage and respond to an incident should the unexpected happen. Approval of this project would address the vulnerabilities to criminal or terrorist attacks by allowing the quick identification of the location of a vehicle in the case of a stolen or hijacked bus – thereby maximizing an effective and hopefully successful resolution to the incident. Failure to implement this project could provide a target for terrorists and place portions of the American public at higher risk in the event of an attack. The position of vehicles could not be immediately known and there would be no ability to track stolen, lost, or hijacked motorcoaches and their passengers.

M. NEPA Compliance: See Attachment 5 (completed Form D). [no example provided]

SAMPLE ABSTRACT **ATTACHMENT 1**

Buses R Us

Monitoring, Tracking, and Communication Technologies for Over-the-Road Buses

Buses R Us Installation of Global Positioning Satellite Technology

Funding Category:
Monitoring, tracking and communications technologies for over-the-road buses.

Identification of the Problem/Need:
With the current need for increased security in the DC metropolitan area, open modes of transportation, such as tour buses and charter motorcoaches, are in need of protective measures aimed to mitigate and prevent terrorism. Buses can be exposed to the potential for criminal and/or terrorist attacks on its drivers and passengers. Buses need to be equipped with monitoring and tracking systems for rapid response in the event of criminal or terrorist attack.

Summary of the Approach to the Problem/Need:
Each of our three buses would be outfitted with Global Positioning Satellite (GPS) systems and tracking technologies. The use of these emerging technologies on the bus is a useful tool in preventing and protecting against an attack.

Project Objectives and Anticipated Results:
The objective is to be able to monitor and track any of our buses at any time in case of a hijacking or other incident on a bus that would require the need to locate and retrieve the passengers and bus. The anticipated results of adding GPS technology would allow Buses R Us to effectively track our vehicles to ensure their safety and security and effect rapid, successful recovery in the event of an incident.

Executive Summary of the Project:
The Buses R Us Installation of Global Positioning Satellite Technology will install GPS in three charter motorcoaches. ABC Company [or unidentified company to be selected in accordance with OMB uniform administrative requirements], which was selected in accordance with OMB uniform administrative requirements, will install the hardware on each motorcoach. The company installing the GPS will also provide the necessary computer software, which will be accessible from a secure computer system at the Buses R Us headquarters. The total cost for each motorcoach, including hardware and software installation, is estimated at $3,500, for a total project cost of $10,500. We understand that the cost of monthly service charge to operate and access the GPS service, will not be funded by this grant. This project will help protect passengers and buses from attack. Should an event occur, this project will assist in tracking and monitoring the location of the bus as well as rapid and safe recovery of the passenger and vehicle. Installing GPS technology on board each bus would also allow us to immediately manage and respond to an incident should anything unexpected happen. Our passengers and motorcoaches will be more secure as a result of having GPS technology on board.

SAMPLE PROJECT INFORMATION ATTACHMENT 2
Buses R Us
Monitoring, Tracking, and Communication Technologies for Over-the-Road Buses

1. Type of Operation: Charter motorcoach service
2. Area of Operation: District of Columbia, Virginia, and Maryland.
3. Number of Passengers: 5,000 per year
    a. Over-the-Road none
    b. Charter Operations 5,000
    c. Commuter none
    d. Other none
        i. Number of Passengers (Annually) not applicable
4. Number of Buses Owned/Leased/Operated: none
5. Number of Employees: 12
    a. Operators 5
    b. Support 7
6. Description of Operation:
    a. Number of terminals affected. Charter service does not use terminals.
    b. Passenger through-put – Not applicable. No terminals used.
    c. Multiple operations – Not applicable. No terminals used.
    d. Service multiple bus companies – Not applicable.
7. Did you receive Over-the-Road Bus grant previously? No.

8. Identify vulnerabilities: As a charter motorcoach company operating in the Washington, DC metro area, our buses, bus drivers, and passengers are vulnerable to numerous criminal and/or terrorist attacks. A bus may become a weapon of mass destruction if overtaken or hijacked. The bus could have an improvised explosive device brought aboard or stowed in the underneath compartment and detonated, causing untold damage. Many charter and tour buses get very close to national landmarks and symbolic sites in and around the capital, increasing the risk to large numbers of people due to tourism, etc. A bomb in a large bus could kill many people in crowded areas and damage or destroy property, including national landmarks.

9. Identify Mitigation Strategies to be accomplished: Buses R Us is seeking to mitigate terrorism and the effects of terrorism by implementing physical and technological improvements to our fleet of three buses in order to improve security. By adding GPS tracking, we will be able to track any of the buses at any time in case of a hijacking or other incident. Having this technology on board each bus would also allow us to immediately manage and respond to an incident should anything unexpected happen. Having a monitoring and tracking system in place will help to mitigate and minimize a potential or in-progress incident.

10. Technical plans, proposal, or specifications for the project**.** See Attachment 6. [no example provided]

11. Provide chart showing milestones and target dates for completion.

Milestone / Function	Target Completion Date
Award Approved	Date of Approval
Pre-Installation Preparation and Ordering of Parts and Material	Date of Approval + 60 days
GPS Installation Complete in First Bus	Date of Approval + 80 days
GPS Installation Complete in Second Bus	Date of Approval + 100 days
GPS Installation Complete in Third Bus	Date of Approval + 120 days

RESUME **ATTACHMENT 3**

John Q. Bus
Security Manager

EDUCATION:

EXPERIENCE:

KNOWLEDGE, SKILLS, AND ABILITIES:

ATTACHMENT 4

FORM B

BUDGET BREAKDOWN

Project Number (for use by TSA)

Project Title Buses R Us Installation of Global Positioning Satellite Technology Project

Cost Category	Federal	Non-Federal	Total
1. Equipment			
2. Supplies	$6,750	$2,250	$9,000
3. Services or Consultants	1,125	375	1,500
4. Travel			
5. Audits			
6. Other Direct Costs			
7. Total Direct Costs			
8. Indirect Costs			
9. Total Estimated Costs	$ 7,875	$ 2,625	$ 10,500

- This form is provided as a worksheet only.

[NOTE: If an application contains more than one proposal because there are multiple projects, each project's proposal will contain a budget breakdown. In addition, the application's SF-424A, "Budget Information, Non-Construction Programs," will reflect in each cost category the sum of all projects' budget breakdowns.]

ATTACHMENT 4
FORM C

BUDGET JUSTIFICATION

Project Number: (for use by TSA)

Project Title: Buses R Us Installation of Global Positioning Satellite Technology Project

Personnel . Identify the position title, number and cost of the personnel required for the program. Give also a brief responsibility statement and the activity that the personnel support for the program.
Personnel costs not eligible under Intercity Bus Security Grant Program
Equipment. Identify non-expendable personal property having a useful life of more than one (1) year and an acquisition cost of more than $5,000 per unit. If fabrication of equipment is proposed, list parts and materials required for each, and show costs separately from the other items.
Supplies. Indicate separately the amounts proposed for office, laboratory, computing, and field supplies.
GPS equipment is estimated to cost $3,000 each x 3 buses = $9,000
Services or Consultants. Identify the specific tasks for which these services would be used. Estimate amount of time required and the hourly or daily rate.
GPS installation is estimated to cost $500 each x 3 buses = $1,500
Travel. Provide purpose and estimated costs for all travel.
Audits. Estimate costs for audit.
Other Direct Costs. Itemize costs not included elsewhere, including publication costs.
Indirect Costs. Provide federally approved Indirect Cost rate, cost base and proposed amount for allowable indirect cost rate.

This form is provided as a worksheet only.

ATTACHMENT 5
FORM D

[no example information provide]

Question:	Yes	No
1. Is the project likely to have a significant impact on properties protected under section 106 of the Historic Preservation Act of 1966, as amended (16 U.S.C.§470), E.O. 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§ 469a-1 et. seq.)?		
Support:		
2. Is the project likely to be highly controversial on environmental grounds? The project is considered highly controversial when it is opposed on environmental grounds by a Federal, state, or local government agency or by a substantial number of persons affected by the project.		
Support:		
3. Is the project likely to have a significant impact on natural, ecological, cultural, or scenic resources of national, state, or local significance?		
Support:		
4. Is the project likely to be highly controversial with respect to the availability of adequate relocation housing? In a project involving relocation of persons or businesses, a controversy over the amount of acquisition or relocation payments is not considered to be a controversy with respect to the availability of adequate relocation housing.		
Support:		
5. Is the project likely to cause substantial division or disruption of an established community, or disrupt orderly, planned development, or is it likely to not be reasonably consistent with plans or goals that have been adopted by the community in which the project is located?		

Support:		
6. Is the project likely to cause a significant increase in surface traffic congestion?		
Support:		
7. Is the project likely to have a significant impact on noise levels of noise sensitive areas?		
Support:		
8. Is the project likely to have a significant impact on air quality or violate the local, state or Federal standards for air quality?		
Support:		
9. Is the project likely to have a significant impact on water quality or contaminate a public water supply system?		
Support:		
10. Is the project likely to be inconsistent with any Federal state, or local law or administrative determination relating to the environment?		
Support:		
11. Is the project likely to directly or indirectly affect human beings by creating a significant impact on the environment?		
Support:		

ATTACHMENT 6

TECHNICAL PLANS/PROPOSAL/SPECIFICATIONS

(No example provided)

FORM E

SAMPLE APPLICATION CHECKLIST

Each application shall consist of the following:

X Signed Form A (Suite of Forms)

- **X** SF-424A, Application for Federal Assistance
- **X** SF-424A, Budget Information, Non-Construction Programs
- **X** SF-424B, Assurances – Non-Construction Programs
- **X** SF-LLL, Disclosure of Lobbying Activities
- **X** Transportation Security Administration Certifications for Federal Assistance
- ☐ Indirect Cost Rate Agreement (if indirect costs are included in the budget)
- **X** Cost Share Commitment Letter (if cost sharing is offered)

Applicants may submit one application containing one or more projects. The following information is required for each project included with an application:

X Technical Proposal(s) (Project Plan – see requirement in Program Announcement, Section 4.g.(4), Proposals)

X Budget Breakdown (Form B)

X Budget Justification (Form C)

X NEPA Information (Form D)